



**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS UNITED STATES ARMY FORCES COMMAND**  
**1777 HARDEE AVENUE SW**  
**FORT MCPHERSON, GEORGIA 30330-1062**

REPLY TO  
ATTENTION OF

**AFLG-PR (715)**

**1 Dec 00**

**MEMORANDUM FOR DIRECTORS OF CONTRACTING**

**SUBJECT: Contracting Information Letter (CIL) 01-06**

- 1. This CIL contains information on paperless contracting.**
- 2. Contracting Information Letter (CIL) 00-01 provided comprehensive guidance for installations to follow for paperless reviews. Most installations are following that guidance to some degree. Guidance on the Army Single Face to Industry requires all solicitations to be posted to the Interagency Business Opportunity Page (IBOP) at Fort Monmouth. Many of you have links from your home page to the IBOP and solicitations are available from either site. Currently you are required to provide your solicitations and other documents for review using the procedures of the CIL. It is time to revise how we are doing the paperless review process. Here are four methods of sending documents in for review in descending order of preference.**
  - a. When posting a document to your home page, notify this Headquarters via email, that you are posting a solicitation to the home page. In the notification email include an electronic version of the SJA legal review, your solicitation review board comments, the IGE and any other pertinent documents. Your notification should be to both your installation analyst and their backup (i.e., The Fort Drum analyst is Steve Hunnicutt, his backup is Julie Grace).**
  - b. If you are not using the home page or if it is a draft document, then forward the solicitation or other document via email to both your analyst and their backup. Do not use passwords. Passwords actually draw attention to email messages. Also, people do leave for other jobs without passing on the passwords. The following naming convention should be used:**

- 01 – Solicitation, DAKFXX-01-R-000X**
- 02 – Attachment 1**
- 03 – Attachment 2**
- 04 – Attachment etc**
- 05 – Technical Exhibit A**
- 06 – Technical Exhibit B**

**AFLG-PR**  
**SUBJECT: Contracting Information Letter (CIL) 01-02**

**IGE**  
**SJA**  
**SRB Comments**  
**Other documents as required**

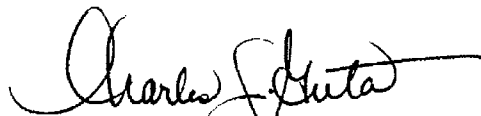
**Note: This naming convention is used in the electronic filing within the headquarters. Unfortunately we have received solicitations with well over 100 icons. Do not break the solicitation down into sections or subsections.**

**c. The third method is to use CD ROM and place the document on the CD using the same naming convention from paragraph b. Documents should be saved as text and saved so that it can be read by like machines. Be sure that you label the CD and send the required number of copies of the CD, as specified by the FORSCOM Supplement to the FAR.**

**d. The fourth and least desirable choice is to mail the documents in the required number of copies. This method is by exception only and you need to notify this office via phone when using this method.**

**3. The signature page of documents requiring original signatures (POM/PNM, J&A etc) should be mailed simultaneously with emailing your documents. When approved, the signature page will be mailed back to you. The signature page may also be scanned and sent as an Adobe document. An alternate to mailing the original signature page would be to FAX the signature page to this office. The FAX page will be signed by the PARC and mailed back to you. This would require your maintaining both documents.**

**4. Questions concerning this CIL should be directed to Steve Hunnicutt (hunnicus@forscom.army.mil) at CML (404)464-5691.**



**CHARLES J. GUTA**  
**Colonel, AC**  
**Chief, Contracting Div, DCSLOG**  
**Principal Assistant Responsible**  
**for Contracting**